

# **FAUQUIER COUNTY AIRPORT COMMITTEE**

## **MEETING SUMMARY**

### **REGULAR MEETING**

Monday, 28 August 2000 – 5:00 p.m.  
Warrenton-Fauquier Airport Conference Room

#### **1. Call to Order:**

The regular meeting of the Fauquier County Airport Committee was called to order by the Chairman at 5:02 p.m. on 28 August in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

##### **Committee (Voting) Members:**

Charles M. Medvitz	Scott District Representative, Chairman
F. Scott Seegers	Cedar Run District Representative
James W. Van Luven	Lee District Representative
Ray Graham	Fauquier County Board of Supervisors Cedar Run District Representative
Arthur Nash	Marshall District Representative
Willis P. Risdon	Citizen at Large
Dennis Hunsberger	Citizen at Large

##### **County Staff:**

G. Robert Lee	County Administrator
Tony Hooper	Assistant County Administrator
Janet Eisenberg	Procurement

##### **Staff:**

Ron Gatewood	Airport Manager and Fixed Base Operator
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##### **Absent:**

Sharon Grove McCamy	Fauquier County Board of Supervisors Lee District Representative
Kenneth W. Hyde	Center District Representative
Billy Jenkins	County Operations and Services Supervisor
Ron Mabry	Special Projects Officer

#### **2. Adoption of the Agenda:**

The agenda was adopted with the addition of the VDOA Annual Meeting report.

#### **3. Adoption of Minutes, 24 July 2000 Meeting:**

The minutes of the 24 July 2000 meeting were adopted as distributed.

**4. Introduce Visitors:**

Jan Wiley, a friend of Scott Seegers, Janet Eisenberg, of the County Procurement Department, and Nancy Duggan of the Economic Development Authority, were present.

**5. Financial Report:**

The Expenditure and Revenue reports dated August 10 (reporting on July) and August 25 (reporting on June), 2000, were distributed to Committee members. The report dated August 25 was accepted, with the understanding that auditors may credit revenue receipts in addition to those recorded. It was noted that:

- Teresa Richardson, Finance, is to continue meeting with the Finance Subcommittee (Supervisor Graham, Mr. Hunsberger and Mr. Risdon) on a monthly basis.
- The Financial Report will be presented to the Airport Committee on a quarterly basis, rather than monthly.
- The FY 2002 budget will be an agenda item for the September 25 meeting. Mr. Hooper will meet with Mr. Paris, Mr. Hunsberger, and Supervisor Graham to review the proposed budget. Mr. Jenkins will participate in the discussions regarding operations.

**6. FBO Contract:**

- Supervisor Graham will meet with Ms. Eisenberg for clarification on the proposed contract.
- It was noted the current FBO contract expires December 31, 2001. Mr. Risdon moved to extend the contract by six months, to expire June 30, 2002, pending approval by the Board of Supervisors. Mr. Hooper will ask the County Attorney to determine the legality of extending the contract for six months. The vote for the motion was unanimous, with Mr. Seegers abstaining.

**7. Standard Contract Form for Items Outside FBO Function:**

No action was taken on this item, pending development of a revised RFP.

**8. T-Hangar Construction – Building #2 Financing Considerations:**

Representatives of the Virginia Resources Authority have been invited to attend the September 25 Committee meeting.

**9. Risk Management/Insurance Issues:**

A risk management update/status report for tenant insurance was distributed to the Committee. The Committee asked that the Risk Manager determine whether other airports require certificates of insurance and report back to the committee in September.

## **10. VDOA Promotional Grant Update**

Nancy Duggan, of the Economic Development Authority, distributed a proposed brochure for review. Supervisor Graham reviewed the sample text. It was determined that six photographs would be included in the brochure. To have an adequate sampling to choose from, more airport photographs will be taken. Supervisor Graham will work with Mr. Seegers to develop a prototype tri-fold brochure for Committee review.

## **11. Roundtable:**

- Mr. Medvitz noted he had attended the annual meeting of the VDOA. He reviewed funding prospects from the VDOA. He noted that:
  - VDOA is taking a stricter stance on technical assistance grants that do not move rapidly to conclusion.
  - VRA loans were the topic of VDOA Board action.
  - The next VDOA Board meeting is scheduled for October 17-18.
  - Reservations and deposits are important to demonstrate user commitment for new T-Hangars
- Philip Myer, Fauquier County Emergency Services Coordinator, will be asked to attend a future Committee meeting to review the current Airport Emergency Response Plan.
- Mr. Gatewood will e-mail reports of all airport incidents and mishaps to County Administration.
- It was agreed that an RFP for engineer support was to be released for bid to provide follow-on services to the current contract with Campbell and Paris which ends in December. The RFP is to be prepared by Janet Eisenberg, with review by Mr. Medvitz, Mr. Van Luven, Mr. Risdon and Mr. Hooper. The RFP will be released for bid in September.
- Mr. Van Luven presented the requested analysis of the current cost and revenue for hangar rental and fuel operations conducted by Tracy Corporation. Time was not available for an in depth discussion of Mr. Van Luven's findings.

## **12. Next Meeting:**

The next meeting of the Fauquier County Airport Committee will be 25 September 2000, at 5:00 p.m., in the Airport Conference Room.